

20 December 1956

MEMORANDUM FOR: Assistant Director, NE
ATTENTION : Deputy Assistant Director, NE
THRU : Assistant Director, CR
SUBJECT : Control of NIEs and SNIEs

1. In the course of a current review of OCR document dissemination practices, several questions have arisen concerning our control of access to NIEs and SNIEs. As reported to you by telephone, we see no problem in our system for release of these publications outside CIA. Dissemination lists are approved by the Secretary of the IAC. Unusual IAC requests are referred by telephone to [REDACTED] or [REDACTED] for approval. Releases of NIEs and SNIEs to foreign requesters are approved in writing by the Secretary of the IAC.

2. Sets of NIEs and SNIEs, classified Secret and below, are maintained for internal loan purposes by CIA Library in its Circulation Branch, M Building, and in Branch Libraries serving ODP and OTR. Up to the present time, library control has conformed to the security classifications of the documents. There has been no challenge of the CIA requester's 'need-to-know'. Borrowers are required to show the Agency badge but the Library has never possessed the security facilities nor the staff to obtain certification of 'need-to-know' or to verify identification. If, in your opinion, tighter control over internal loans ought to be exercised we will take your comments on the following as recommendations to this end.

- a. OCR practice of referencing NIEs and SNIEs in the Inteliofax System and in the Intelligence Publications Index for IAC community use should continue.
- b. CIA Library practice of loaning NIEs and SNIEs, classified Secret and below, inside CIA without certification of 'need-to-know' should continue.
- c. The CIA Library set maintained for OTR purposes should be available to students from other IAC agencies.
- d. Disposal by original recipients of obsolete NIEs and SNIEs to CIA Library should continue. (Or - publications should, henceforth, carry instructions for disposal.)

*No change in present practice
recommended per
call from [REDACTED]*

[REDACTED]
Chief, Document Division, CR

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